



Office of the City Clerk

Weekly Report – for Week Ending July 4, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

LAUSD Special Election - The Systems Division has compiled and extracted voter information for the mailing of 340,000 Official Sample Ballot booklets.

City Elections - On July 2 Council adopted a resolution declaring the results for the City of Los Angeles Special Municipal Election for the LAUSD, Board District 1 seat which was consolidated with the Statewide Direct Primary Election and conducted by the Los Angeles County Registrar-Recorder/ County Clerk on Tuesday, June 3, 2014.

City Elections - Staff issued a press release announcing the certified list of candidates for the August 12, 2014 LAUSD, Board District 1 Runoff Election and continues preparations for the election.

City Elections - The Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 275 applicants.

City Elections - Staff participated in five outreach events and disseminated voter registration information as well as information on the foreign language translated resources.

Neighborhood Council Elections - Staff continues to close out the Neighborhood Council Elections and is preparing an Internal After Action Report to identify lessons learned.

New Search Engine - An improved search capability has been implemented for the Council File Management System, Council File Management Mobile, Ordinances Search System, and Contracts. The new searching technology provides a more accurate search result and follows the industry-standard "Google Like" type of search.

Council File Management System - A number of improvements have been added to the system as a result of the customer survey analysis. It includes an improved user experience interface, search filtering, and a direct link to the Council File Management Mobile.

Automated Agenda Management System - The Automated Agenda builder vendor Novus is installing a new version of their software on the test environment on Wednesday, July 2nd. The vendor is hoping the new version will fix the problems that are currently being experienced in the test environment. With the new version installation, the Novus vendor is also going to be setting up the revised data entry screens for the electronic workflow and also turning on the vote module so testing can begin.

Microfilm Conversion - An additional 43 reels were converted to digital format during the week bringing out total converted for the year to 254 reels. This exceeded our goal for the year of 213 reels and we have commenced with our plans to convert an additional 213 reels in fiscal year 2014/15. We have completed 41 reels (19%) towards that goal and we are 30% complete with the total project. The reels converted cover City Council records from 1949 – 1978. This is on the Mayor's Metrics.

Archive and Records Research Requests - The DWP requested ordinance 6035 from 1906 addressing ownership of the Los Angeles River. The County Assessor requested ordinance 140,812 relative to a county survey. A group of researchers from "The Studio for Southern California History" visited the Archives to research Evergreen Cemetery.

Archive Assistance - We have acquired a new intern in the Archives who is registered with the City as a volunteer. He is working on archiving the files and photographs from former Councilmember John Ferraro's office.

TOP ITEMS

- *Happy Independence Day!*
 - *Happy Fiscal New Year!*
 - *Staff prepares for LAUSD, Board District 1 Runoff Election*
 - *2015 Municipal Election recruitment for as needed employees continues*
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Neighborhood and Business Improvement Districts - Review of Management District Plans and Engineer's Reports continued for the renewal of Panorama City and Sherman Oaks BIDs and establishment of the Pacific Palisades and Lincoln Village BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

The Accounts Receivable/Billing unit continued to process returned mail from hearing notice and Proposition 218 ballot mailings for the Hollywood Media District, Downtown Industrial District, North Hollywood, Greater Leimert Park and Studio City business improvement district renewals.

The Technical Research Unit continues to review the 2015 assessment data of continuing BIDs for the County's property tax rolls.

On July 2, 2014, the Los Angeles Tourism Marketing District's Annual Planning report was submitted for Council consideration.

Fiscal - Staff coordinated with the Office of the Controller regarding implementation of a new travel policy which will place more approval responsibility on City Departments, and continued work on the end of year reversion worksheet for City Clerk and Mayor.

AB1290/Council - Staff closed out 3 contracts funded by AB1290 and processed 5 payment requests, as well as, commenced work on the end of year reversion worksheet for Council.

General City Purposes - Staff executed one contract for the 4th of July fireworks show at the LA Coliseum and commenced work on the end of year reversion worksheet for GCP.

Personnel - Staff continued coordination with the City Controller and CAO regarding implementation of the 15-step salary process in the PAYSr payroll system for non-represented employees, provided new employee orientation for two new Mayoral staff, and trained a new payroll liaison for DONE.

UPCOMING

Records Off-Site Storage Request for Proposal (RFP) - A mandatory pre-proposal meeting will be conducted on July 23rd for all interested respondents to the RFP.

City Elections - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 is scheduled for Tuesday, August 12, 2014.

Council in Recess - The City Council will be in recess from Thursday July 3, 2014 through July 28, 2014. The first resuming Council Meeting is on Tuesday July 29, 2014.